(h) if so, the date by which they will be nominated for appointment ?

THE MINISTER OF STATE IN THE MINISTRY OF PERSON NFL PUBLIC GRIEVANCES AND PENSIONS WITH ADDITIONAL CHARGE OF THE MINISTER OF STATE IN THE MINISTRY OF PARLIAMENTARY AFFAIRS (SHRIMATI MARGARET ALVA): (a) to (h) Information is being collected and will be laid on the Table of the House.

Ad-hoc appointments in the Grade of Under Secretary

4356. SHRI SUSHILKUMAR SAMBHAJIRAO SHINDE :
SHRI RAJUBHAI A. PARMAR :

Will the PRIME MINISTER be pleased to state;

(a) whether it is a fact that a large number of ad-hoc appointments have been made in the Grade of Under Secretary:

(b) if so, the number of such promotions made so far and whether Government are further contemplating to make more ad-hoc appointments;

(c) whether rules/instructions in this regard are being interpreted by the authorities to the disadvantages of SC/ST communities with a view to withhold reserved quota: and

(d) if not, steps taken by Government to provide proportionate representation in reserved categories in adhoc promotions ?

THE MINISTER OF STATE IN THE MINISTRY OF PERSONNEL PUBLIC GRIEVANCES AND PENSIONS WITH ADDITIONAL CHARGE OF THE MINISTER OF STATE IN THE MINISTRY OF PARLIAMENTARY AFFAIRS (SHRIMATI MARGARET ALVA) (a) Pending availability of panelled officers for appointment to posts in the Grade of Under Secretary, ad hoc promotions have been made from time to time. Further *ad-hoc* promotions may be made depending upon occurrence of vacancies.

(b) The number of ad hoc promotions made in 1993, so far, is 83.

(c) No, Sir.

(d) Guidelines for consideration of cases of SC/ST officers in the matter of ad hoc promotions have been followed.

Response to Communications sent by MPs.

4357 SHRI PASUMPON THA. KI RUTTIN AN : Will the PRIME MINISTER be pleased to state:

(a) whether Government are aware that a large number of communications sent by the Members of Parliament to Government Departments and Public Sector Organisations and autonomous bodies are not properly answered and in many cases not even acknowledged;

(b) whether Government have issued any guidelines in this regard, if so. the details thereof; and

(c) if not, what are the reasons therefor and what action Government propose to take to ensure that communications from the peoples' representatives are properly acknowledged and attended to and replied within the reasonable time ?

THE MINISTER OF STATE IN THE MINISTRY OF PERSONNEL. PUBLIC GRIEVANCES AND PENSIONS WITH ADDITIONAL CHARGE OF THE MINISTER OF STATE IN THE MINISTRY OF PARLIAMENTARY AFFAIRS (SHRIMATI MARGARET ALVA): (a) All the ministries/ departments of Government of India and public sector organisations etc. administered by them, are expected to observe necessary guidelines laid down in paras 57, 60 & 122 of Manual of Office Procedure for sending prompt acknowledgements as well as final replies to letters received from the Members of Parliament. As there is no system for centralised tabulation of replies sent to Members of Parliament by various ministries/departments etc., it is difficult to say in how many cases letters have not been acknowledged and proper replies not sent in respect of the same.

(b) and (c) The basic guidelines for dealing with letters received from the Members of Parliament are contained in the Central Secretariat Manual of Office Procedure. These include instructions to the effect that communications received from Members of Parliament should be attended to promptly. Each communication is to be replied to within 15 days; where a delay is anticipated in sending a final reply, or where information may have to be collected from offices other than the Ministry to which the letter pertains, an interim reply should be sent within a fortnight indicating the possible date by which a final reply can be given. Where a communication is addressed to